

407

CITY OF KENMORE, WA

SINGLE-FAMILY ADDITION/ALTERATION CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov



Staff use Area	Permit Number: _____					Date Stamp			
	Project Number: _____								
	Related Permit(s): _____								

1	A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.								
2	Property Address: _____ _____ _____ Zoning: _____								
3	Areas in square feet:		New:	Addition:	Alteration/Repair:	ICC BSJ Value			
	<input type="checkbox"/> Residence		(Hatched area)			Staff Use			
	<input type="checkbox"/> Garage								
	<input type="checkbox"/> Deck/porch/carport								
	Valuation:								
									Total:
4	Total # of Stories: _____ Total Gross Building Area: _____								
5	<div style="display: flex; justify-content: space-between;"> Total Impervious Area* _____ \div Lot Square Foot _____ $\times 100$ =% of Coverage _____ Allowed Coverage per KMC _____ </div>								
6	Benchmark location and description	Benchmark elevation	Finished floor elevation	Average finished grade	Highest point of roof	Building height	Base height allowed per KMC	Allowed height increase for setbacks	Maximum height of building allowed
7	Automatic Sprinkler System: N <input type="checkbox"/> , Y <input type="checkbox"/> ; Type: _____								
8	Mechanical included in project: N <input type="checkbox"/> , Y <input type="checkbox"/> Plumbing included in project: N <input type="checkbox"/> , Y <input type="checkbox"/>								
	If you are including plumbing and/or mechanical permits with this application please complete and submit the mechanical and/or plumbing checklist.								
9	Does your project impact, connect to or use the City right-of-way in any way? N <input type="checkbox"/> , Y <input type="checkbox"/> ; If yes, a separate right-of-way permit is required; please complete form #304. For more information on City right-of-ways reference Kenmore Municipal Code (KMC) section 12.35.								

10	Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.																								
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	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> <input type="checkbox"/> Building Sections: <ul style="list-style-type: none"> Through all different portions of the building from the foundation through the roof </div> <div style="width: 48%;"> <input type="checkbox"/> <input type="checkbox"/> Details of: <ul style="list-style-type: none"> Flashing and weather barriers Control joints </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <input type="checkbox"/> <input type="checkbox"/> Structural Plans with: <ul style="list-style-type: none"> Foundation Floor framing Roof framing Locations and sizes of Columns, posts, beams and girders </div> <div style="width: 48%;"> <input type="checkbox"/> <input type="checkbox"/> Detailing all components and materials <ul style="list-style-type: none"> Intersections at framing members Stairway treads, risers, headroom, landings, guards, and handrails Stairways Shear walls and diaphragms Manufactured products </div> </div>																																												
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14	<p>NOTES:</p> <ul style="list-style-type: none"> Sites with septic or wells must submit an approved plan from Seattle/King County Public Health prior to issuance of the permit. Applications for which no permit is issued within 18 months will expire, and applications may be canceled if an applicant fails to respond to the department's written request within 90 days of the date of request. All plan check fees are due at application intake. Impervious surfaces include any hard or compacted surface like roofs, pavement, gravel, or dirt areas used for vehicle access. For all buildings the impervious footprint shall be interpreted as the roof area, which may be different from the living space of the home. 																																												